



Federal Communications Commission

445 12th St., S.W.

Washington, D.C. 20554

Dated: November 7, 2019

To whom it may concern:

Re: CC Docket No. 02-6

Re: Waiver 60-Day Appeal Deadline and Appeal for FRN 1699068671-
Application 1699068671 (Category 2 Over-Budget)

Name of Applicant: HOWARD SCHOOL (Independent School)

Howard School Address: 901 SOUTH VIENNA, Ruston, La. 71270

Contact Information: Teri Lawrence, E-Rate Consultant CRN
16071123

Email: TeriL@eratesupport.org

Application Number: (Cat. 2, 2016) 161032976

FRN Number: 1699068671

Howard School Entity Number: 232778

Request: Waiver of 60-day appeal deadline and appeal of USAC Decision
to Rescind \$7,144.00 for 2016 Category 2 funding

Explanation: On 10/2/2019, HOWARD SCHOOL received the First Demand Letter for repayment. According to USAC, the school exceeded its budget cap by \$892.50 in 2016.

“After a thorough investigation, it was determined the funding commitment for FRN 1699068671 must be rescinded in full. USAC will seek recovery of any improperly disbursed funds from the applicant. The amount committed for BEN 232778 exceeded its eligible budget for Category Two services. Per FCC Order 14-99, each school or library that requests Category Two funding will be eligible for a budgeted amount of support for Category Two funding over a period of five years. Refer to Category Two Budget on the USAC website (<https://www.usac.org/sl/>). The pre-discount Category Two budget amount for Howard School BEN#232778 is \$15,907.50. The pre-discount amount requested for Howard School Ben#232778 is \$16,800.00, which is over the budget amount.

During outreach the applicant did not provide the preferred reduction/rescission per FRN/Line Item Eligible Cost per Entity. Since the Category Two budget was exceeded, the pre-discount Eligible Cost Per Entity to BEN #232778 was removed from all FRNs where it was listed as a Recipient of Service in this fund year. Therefore, the commitment for FRN 1699068671 has been rescinded in full.”

In 2016, Business Technology Group accessed \$7,144.00 (FRN 169908671). This is only funding the school received from their Category 2 budget. The 2016 enrollment was 105 students.

In 2015, FRN 2856968 was funded for \$7,144.00; however, the funding was not accessed. The 2015 enrollment was 100 students.

The school called the Client Service Bureau after the First Demand Letter and was advised to file a Form 500 to return the

funding from 2015. The school filed the Form 500, but the staff filed in EPC for Funding year 2016, not 2015. In EPC a file has to be uploaded for 2015, and instructions for this task can be confusing.

We are requesting an appeal to allow the school to file the correct Form 500 for 2015 funding year and we are requesting a waiver of the 60-day appeal deadline.

The school staff file the E-Rate application annually and each are assigned to many other jobs at the school. In the future, the staff will have more support in filing the E-Rate application and navigating this very complex program.

Sincerely,

A handwritten signature in black ink that reads "Teri Lawrence". The signature is written in a cursive, flowing style.

Teri Lawrence, P.H.D.
E-Rate Consultant
Educational Professional Services
P. O. Box 728
Pine Grove, La. 70453
225-224-2786 Office
225-931-6032 Cell
TeriL@eratesupport.org



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First Demand Payment Letter

Jennifer Blake
HOWARD SCHOOL
901 SOUTH VIENNA
RUSTON, LA 71270

10/02/2019

DEMAND FOR PAYMENT OF DEBT OWED TO THE UNITED STATES

This letter is to notify you that the Universal Service Administrative Company ("USAC"), acting on behalf of the Federal Communications Commission (FCC or Commission), has determined that HOWARD SCHOOL received improper payments of \$7,140.00 from the Universal Service Fund. On 08/02/2019, USAC sent HOWARD SCHOOL a Commitment Adjustment Letter informing HOWARD SCHOOL of the decision to recover funds for the Funding Request Number(s) (FRNs) listed on the Adjustment Report included in this demand letter. A summary of the relevant FRNs with the corresponding recovery amounts and explanations for the recovery sought is as follows:

Total Due:\$7,140.00

Due Date:11/01/2019

FCC Form 471	FRN	Commitment adjustment	Total amount to be recovered	Explanation(s)	Party to recover from
161032976	1699068671	\$7,140.00	\$7,140.00	Category Two Budget	BEN

See Attached Adjustment Report for more information on the specific FRNs and Explanations listed above.

The FCC has determined that the \$7,140.00 overpayment is a debt owed to the United States (the "Debt") and has instructed USAC to collect payment of the Debt pursuant to the Debt Collection Improvement Act, 31 U.S.C. §3701, et seq. ("DCIA"). Accordingly, USAC hereby demands that HOWARD SCHOOL immediately pay the Debt, which is due and owing without further demand within thirty (30) days of the date of this letter (the "Due Date"). Payment instructions are provided below.

If HOWARD SCHOOL does not pay the Debt in full on or by the Due Date, the Debt will be delinquent on that date and thereafter, may accrue interest, administrative costs and penalties, in accordance with the DCIA. For further information on the DCIA, and the Treasury and FCC debt collection regulations implementing the DCIA, please see 31 U.S.C. § 3701, et seq., 31 C.F.R. § 900, et seq. and 47 C.F.R. § 1.1901, et seq.

Pursuant to the FCC's Red Light Rule, unless an administrative appeal of the Commitment Adjustment Letter is pending, neither the FCC nor USAC will act on any HOWARD SCHOOL funding application(s) or any payment request(s), until the Debt and all charges which may have accrued are paid in full or resolved. In addition, if all or a portion of the Debt and any accrued charges remain after the Due Date, unless an appeal is pending or other satisfactory arrangements have been made, all HOWARD SCHOOL applications and requests for benefits will be dismissed. For more information on the FCC's Red Light Rule, please see <https://www.fcc.gov/encyclopedia/red-light-frequently-asked-questions>. In determining whether an entity is delinquent for purposes of the FCC's Red Light Rule, the FCC and USAC match the FCC Registration Number of the Debtor to the FCC's database of debts; the Debtor's FCC Registration Number will be linked to all other FCC Registration Numbers associated with the same Taxpayer Identification Number (TIN).

In addition, if HOWARD SCHOOL does not pay the Debt and all accrued charges in full by the Due Date, the FCC may instruct USAC to offset or recoup the Debt and any accrued charges against any monies, including Universal Service Fund disbursements, USAC or the FCC may owe HOWARD SCHOOL.



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Further, unless an appeal is pending or other satisfactory arrangements have been made, no later than 90 days from the date of this demand letter, USAC will refer the delinquent Debt and any accrued charges to the United States Treasury for further collection action, in which event the United States Treasury will impose an additional surcharge (currently 28% of the Debt). The United States Treasury may offset the Debt and any accrued charges against monies owed to you by the United States. In addition, the United State Treasury may report HOWARD SCHOOL's delinquency to credit bureaus and HOWARD SCHOOL may be denied federal financial assistance.

HOWARD SCHOOL has 15 days from the date of this letter to request a review of the records supporting this Debt. HOWARD SCHOOL may also request a written agreement to repay the Debt, but only if it makes the request within 15 days of the date of this letter. An explanation of the process by which HOWARD SCHOOL may request a repayment agreement can be found at <http://usac.org/cont/making-payments/payment-plans.aspx>. All payment plan requests are subject to FCC approval.

You previously received information regarding your appeal rights in the Commitment Adjustment Letter [a copy of which can be found in the E-rate Productivity Center (EPC)].

Payment of the Debt should be made at www.usac.org/pay.

If you have questions, or believe that you received this notification in error, please Contact Us or call the USAC Client Service Bureau at (888) 203-8100 for further assistance.



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Second Demand Payment Letter

Jennifer Blake
HOWARD SCHOOL
901 SOUTH VIENNA
RUSTON, LA 71270

11/04/2019

Second Demand for Payment of a Debt Owed to the United States

This letter is a second demand for payment of a debt owed to the United States. On 10/02/2019, USAC sent HOWARD SCHOOL a letter demanding repayment of a \$7,140.00 overpayment of Universal Service Funds to HOWARD SCHOOL (the "Debt"). A copy of the first demand payment letter can be found in the E-rate Productivity Center (EPC).

Our records indicate that you have not paid the Debt or responded to USAC's demand letter. The Debt is now 31-60 days past due. As we informed you in our first demand letter, USAC may assess interest, penalties and administrative costs on the Debt in accordance with the Debt Collection Improvement Act, 31 U.S.C. §3701, et seq. Until the Debt and any charges which may have accrued are paid in full, all HOWARD SCHOOL applications and requests for benefits pending before the FCC and USAC, including funding commitments and payment requests, will be dismissed pursuant to the FCC's Red Light Rule. For more information on the FCC's Red Light Rule, please see

<https://www.fcc.gov/encyclopedia/red-light-frequently-asked-questions>. In determining whether an entity is delinquent for purposes of the FCC's Red Light Rule, the Commission matches the FCC Registration Number of the Debtor to its database of debts; the Debtor's FCC Registration Number will be linked to all other FCC Registration Number's associated with the same Taxpayer Identification Number (TIN).

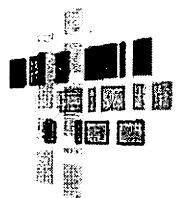
In addition, the FCC may instruct USAC to offset or recoup the Debt and accrued charges against any monies, including Universal Service Fund disbursements, USAC or the FCC may owe HOWARD SCHOOL.

Further, unless an appeal of the Debt is pending, USAC will refer the delinquent Debt and accrued charges to the United States Treasury within 90 days of the date of the First Demand Payment Letter for further collection action. If referred, the United States Treasury will impose an additional surcharge (currently 28% of the Debt). The United States Treasury may offset the Debt and all accrued charges against monies owed to you by the United States. In addition, the United State Treasury may report HOWARD SCHOOL's delinquency to credit bureaus and HOWARD SCHOOL may be denied federal financial assistance.

You previously received information regarding your appeal rights in the Commitment Adjustment Letter [a copy of which can be found in the E-rate Productivity Center (EPC)].

Payment of the Debt and all accrued charges should be made at www.usac.org/pay.

If you have questions, or believe that you received this notification in error, please Contact Us or call the USAC Client Service Bureau at (888) 203-8100 for further assistance.



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Adjustment Report

FCC Form 471 Application Number:	161032976
Funding Request Number:	1699068671
Commitment Adjustment:	\$7,140.00
Total Amount to Be Recovered:	\$7,140.00
Explanation(s):	Category Two Budget
Party to Recover From:	BEN
Funding Year:	2016
Billed Entity Number:	232778
Services Ordered:	Basic Maintenance of Internal Connections
Service Provider Name:	Business Technology Group, LLC
SPIN:	143026765
Original Funding Commitment:	\$7,140.00
Adjusted Funding Commitment:	\$0.00
Funds Disbursed to Date:	\$7,140.00

Funding Commitment Adjustment Explanation:

After a thorough investigation, it was determined the funding commitment for FRN 1699068671 must be rescinded in full. USAC will seek recovery of any improperly disbursed funds from the applicant. The amount committed for BEN 232778 exceeded its eligible budget for Category Two services. Per FCC Order 14-99, each school or library that requests Category Two funding will be eligible for a budgeted amount of support for Category Two funding over a period of five years. Refer to Category Two Budget on the USAC website (<https://www.usac.org/sl/>). The pre-discount Category Two budget amount for Howard School BEN#232778 is \$15,907.50. The pre-discount amount requested for Howard School Ben#232778 is \$16,800.00, which is over the budget amount. During outreach the applicant did not provide the preferred reduction/rescission per FRN/Line Item Eligible Cost per Entity. Since the Category Two budget was exceeded, the pre-discount Eligible Cost Per Entity to BEN #232778 was removed from all FRNs where it was listed as a Recipient of Service in this fund year. Therefore, the commitment for FRN 1699068671 has been rescinded in full.

SUBMITTING_ORGANIZATION
HOWARD SCHOOL(BEN: 232778)

FUNDING_YEAR **STATUS** **CREATED_BY** **CREATED_ON**
2016 In Review jblake@lincoln: 08-Oct-2019 19:52:

Application Information

Application Number 161032976
Application Nickname Support 2017
Category of Service 2

*Should Have filed for
2015 FRN #2856968*

Selected Change Types**Selected?****Narrative**

Service Start Date Change

No

Contract Expiration Date Change

No

Service Delivery Extension Request

No

Cancel FRN Request

Yes

My school has not received monies for Categor

Reduce FRN Request

No

Equipment Transfer Request

No

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. No authorization to provide all requested information will delay the processing of the application or result in the application being available for public inspection. Your response is required to obtain the requested authorization. The public burden estimate for this collection of information is 1 to 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering the necessary data, reviewing the collection of information. If you have any comments on this burden estimate, or how we can reduce the burden of this collection of information, write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853) regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. Remember - You are not required to respond to a collection of information sponsored by the Federal Government, unless it displays a currently valid OMB control number or if we fail to provide you with this notice.

MAIN_CONTACT_NAME	MAIN_CONTACT_PHONE_NUMBER
Jennifer Blake	318-255-5763

y 2 services for the FRN 1699068671 from Form 471 161032976 for 20

THE PAPERWORK REDUCTION ACT

on can be granted unless all information requested is provided. Failure
eing returned without action. Information requested by this form will
: reporting for this collection of information is estimated to range
es, gathering and maintaining the required data, and completing and
mprove the collection and reduce the burden it causes you, please
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jblake@lincolnschools.org

16-2017 (Nicknames Support 2017.) I was cont